

The Mississippi State Department of Health, Office of Preventive Health and Health Equity is recruiting to fill a **Bureau Director II** position. This position, Grants and Contracts Manager, will implement and oversee a system for the overall financial management and monitoring of grants and contracts for the Office of Preventive Health and Health Equity. Supervises, coordinates and reviews departmental operations and procedures related to financial management. Develops various financial management reports for implementing procedures and policies. Serves as the primary liaison to effectively manage administrative policies, financial policies, procedures, and systems. Supervises a team of administrative staff.

Responsibilities include but are not limited to: Coordinates, prepares and reviews financial and management reports, such as budget reviews and projections; Reviews, researches and surveys requests to assess operational improvements and implements revised management procedures; Provides financial systems development and maintenance; Coordinates system's user and support training; Assists programs with budgets and reporting when developing grant applications and other related financial requests to the funder; Monitors all activity during the grant year i.e. salaries, vacancies, contracts, travel, supplies, budget modifications; Conducts monthly budget meetings with each program to discuss under/overspending and spending plans; Conducts fiscal audits on sub-grantees; Monitors contracts entered in the agencies online tracking system; Manages the processing of invoices, travel, supplies, purchase orders; and Reviews contract employees and staff payroll.

Qualifications: A Bachelor's Degree from an accredited four-year college or university; and nine (9) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

How to Apply: Interested applicants should submit a resume to:
recruitment@msdh.ms.gov with the position title: Preventive Health Bureau Director II Grants and Contracts Manager

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